



# BRUNSWICK

COMMUNITY COLLEGE

Brunswick Community College  
Board of Trustees Meeting  
August 20, 2020  
Minutes

<b>Board Attendees:</b> Mr. Alan Holden, Chair Mrs. Susan Carroll Ms. Sheila Grady Rep. Frank Iler Mr. Ronnie Jenkins	Mrs. Myong Jensen Dr. Gene Steadman Mr. Doug Terhune Mr. Olaf Thorsen Colonel Les Tubb Dr. Allen Williams	<b>Absent:</b> Mr. Michael Norton
<b>Others in Attendance:</b> Dr. Gene Smith, Recording Secretary; Dr. Lois Smith; VP Sheila Galloway; VP Greg Bland; VP Denise Houchen Clagett; Mr. Jack Luciano; Ms. Elizabeth Wassum; Mr. Dave Sorenson; Ms. Cindy Sterling; Mr. Dave Deaner (Audio); Michael Paul, State Port Pilot		

Chairman Alan Holden called the Brunswick Community College Board of Trustees meeting to order in the Virginia Williamson Event Center on Thursday, August 20, 2020 at 5:32PM

Trustee Doug Terhune provided the invocation.

Chairman Alan Holden announced the presence of a quorum.

Trustee, Representative Frank Iler administered the oath of office to Alan Holden, reappointed by the Governor’s Office; and Les Tubb, reappointed by the Board of Education.

**Chairman Alan Holden asked for approval of the Consent Agenda. Trustee Allen Williams made a motion to approve the Consent Agenda as presented. Trustee Les Tubb seconded the motion. The motion was passed unanimously.**

**Items included in the Consent Agenda for Board approval:**

- August 20, 2020 Agenda
- June 19, 2020 Minutes
- Pre and Co-Requisites Policy

**Executive Committee:** The Executive Committee did not meet, so there was no report.

**Academic & Student Affairs:** Trustee Sheila Grady stated the last time the ASA Committee met was during lunch at the Retreat held on June 19, 2020. The Committee took action on one item that was already passed during the consent agenda approval. That item was the Pre and Co-Req Policy. The next meeting of the ASA Committee will be scheduled for early September.

**Buildings & Grounds:** Jack Luciano, Associate Vice President of Facility Services, reported there was no Building and Grounds meeting in August. The College experienced minimal hurricane damages with a few damp carpets and ceiling tiles.

**Finance Committee:** VP Sheila Galloway presented the June 2020 Financial Report. Trustee Allen Williams made a motion to approve the June 2020 Financial Report. Trustee Frank Iler seconded the motion. The motion was passed unanimously.

**VP Sheila Galloway presented the July 2020 Financial Report. Trustee Allen Williams made a motion to approve the July 2020 Financial Report. Trustee Frank Iler seconded the motion. The motion was passed unanimously.**

The College requested Brunswick County to provide a 3.5% salary increase for all FT county funded employees employed on May 11, 2020. The budget request was approved in the county budget.

**Trustee Allen Williams stated the Finance Committee recommends a 3.5% salary increase for all FT county funded employees employed on May 11, 2020 that are still employed as of August 20, 2020. The total amount of the increases is \$29,014.66. Trustee Gene Steadman seconded the motion. The motion was passed unanimously.**

**Liaisons:**

**CE, EWD** – Trustee Ronnie Jenkins reported the following for Continuing Education, Economic and Workforce Development:

Continuing Education, Economic & Workforce Development team members are establishing new ways to serve job seekers, incumbent workers, and community partners. The division is carefully getting back to normal.

**Fall Enrollment Update:**

	<b>Fall 2019</b>	<b>Fall 2020</b>
Registrations	2198 Registrations Total	942 Registrations
FTE Occupational Extension	146 FTE (OE)	70 FTE (OE)
FTE Basic Skills	95 FTE (Basic Skills)	2 FTE (Basic Skills)
Total Courses Offered	380 Total Classes Offered	249 Offered
Customized Training Courses	5	0

Note: CE, EWD enrollment is ongoing throughout the semester and this report is for the very beginning of the semester.

**Economic Development Update:** Collaborating with the Cape Fear Workforce Development Board in order to restart routine face-to-face industry visits this month. BCC is providing a menu of services to companies that are willing to train during this time. QRP will be the location of our next industry visit next week. Employees at QRP will be offered soft skills and resume development at no charge due to the companies announced closure later this year.

**Professional Development Activities :** Team members participated in Next Generation Sector Partnership Training & the National Coalition of Certification Centers Virtual Training. This included 3M's best practices for controlling infectious disease.

**Partnerships / Community Collaboration:**

- Human Resource Development courses resumed at Brunswick Christian Recovery Center.
- Our leadership formalized an agreement with NC Juvenile Justice. With this agreement, individuals who need to complete community service hours can enroll in our job seeker boot camp or GEAR program.
- Our leadership formalized a partnership with Town Creek Vision Corporation to offer trades education at their training site. This includes masonry, electrical, and construction at the Town Creek location.
- BCC has agreed to provide computer courses to YWCA participants. This will include digital skills, software applications, Microsoft Office 365, and G Suite.

**Southport Center :** Resumed face-to-face instruction on August 17, 2020. BCC has 200 registrations thus far.

**Brunswick Interagency Program:** A formal parental survey was administered to determine family concerns and needs. Students are tentatively set to return in limited numbers on Sept. 1<sup>st</sup>.

**G.E.A.R. Program (Gateway To Employment & Academic Readiness):** Face-to-face orientations have returned. Thus far, each of the four sessions have reached capacity. The GEAR program has enrolled 41 students in the program with 4 graduates since July 1.

**Small Business Center Summary For 2019-2020:** The SBC has assisted 12 Business Start Ups, 26 Jobs Created, 58 Events/Workshops with 484 Attendees, 81 Clients, 138 Hours of Confidential Counseling.

**Board of Education** – Trusteed Olaf Thorsen reported the 2020-21 School Year is underway in a 100% Remote Learning format through September 18, 2020. An A/B Alternating Day Plan will begin September 21, 2020, where students in Group A and students in Group B will rotate face to face and remote instruction so that proper social distancing and safety protocols can be accomplished. Cohort 'A' will have face to face instruction two days a week (Mon/Tues) and remote instruction the remaining 3 days. Cohort 'B' will have two days instruction (Th/Fri) and the remaining 3 days will be remote instruction. \*Please note, those who signed up for the full semester remote learning option will continue remote learning for the entire first semester of the school year.

The new curbside student meal pickup will begin September 1, 2020. There is no cost for student meals, but parents/guardians must preorder via the link provided on the district website. Orders will be for a 5 day frozen meal package to be picked up once a week for the next 3 weeks.

During the August Committee Meetings, Assistant Superintendent Darrell Cheers presented school board members an update of BCS High School Athletics. You can find those details via this link: <https://bit.ly/BCSAthleticsUpdate>

Districtwide updates throughout the year will be posted to [www.bcswan.net/ReopeningInformation](http://www.bcswan.net/ReopeningInformation) and [www.bcswan.net/RemoteLearning](http://www.bcswan.net/RemoteLearning)

**OWA** – Trustee Doug Terhune stated the Kingston Trio is now scheduled for Sunday, December 6, 2020 at 7pm.

The upcoming 2020-2021 season has been cancelled. When it is safe to reopen, we will do individual shows.

**Foundation** – Trustee Susan Carroll reported as of August 19, the 2020-2021 Campus Fund Drive has raised \$14,188. in total pledged giving from BCC faculty and staff!

- Our goals are 100% giving from faculty and staff with a total giving amount of \$35,000.
  - Last year’s Campus Fund Drive raised \$32,946 in total gifts and 72% giving participation.
  - We also ask for 100% giving from you, the College’s Board of Trustees, throughout the year. In the past, this board has been so generous to give in a variety of ways – support of Fin’s Fan Club for Student Athlete Scholarships, Men and Women in Philanthropy & Leadership, purchasing tickets or sponsorships of Bella Italia, support of scholarships and campus initiatives, and many others! Please reach out if you would like to talk more about your options for giving in the coming year, so we can once again celebrate 100% giving from our Board of Trustees at next June’s retreat.
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- Fin’s Fan Club introduces – the Fin’s Five! Get your Fin’s team together – invite five friends to join the Fin’s Fan Club at a minimum annual contribution of \$240 to support the student athlete scholarship program. Membership drive deadline is October 15, 2020!
  
  - The Foundation is planning a virtual event schedule for Fall/Winter

<b>September</b>	<b>10</b>	WPLB & MPLB Annual Meeting <i>Via Zoom</i>	10:00 – 10:45 a.m. <i>OR</i> 5:00 – 5:45 p.m.
<b>October</b>	<b>30</b>	Donor & Scholar Event <i>Via Zoom</i>	11:00 a.m. – 12:00 p.m.
<b>February</b>	<b>6</b>	Bella Italia <i>Via Zoom</i>	6:00 p.m.

**Legislative** – Representative Iler reported there is not much happening in Raleigh. He has been in Brunswick County assessing the damage from the Hurricane. The next session will start back up on September 2, 2020.

**NCACCT** – Trustee Sheila Grade reported the 2020 NCACCT Virtual Leadership Seminar is scheduled for August 28, 2020. A reminder tomorrow, August 21, 2020 is that last day to register for the Seminar.

**President's Report:** President Smith reported on July 24, 2020, BCC celebrated its graduates during the 2020 Commencement Exercises.

- The college awarded 353 Students with 458 Degrees, Diplomas, and Certificates. This includes 264 Degrees (Transfer = 199, P/T=65), 67 Diplomas and 127 Certificates
- The College also awarded 80 high school equivalency graduates which was an increase of 57% compare to last year.

Smartasset.com recently released their ranking of Best Community Colleges in America. BCC is Ranked #1 as America's Best Community College. The metrics were graduation rate, transfer to university rate, faculty to student ratio, and cost of attendance.

Opening Day was held on August 13, 2020 and included an opening session with all employees and professional development with respective divisions in the afternoon. Topics during the opening session included College Updates, Campus COVID Response, Campus Safety, and Service Awards

Fall courses began on August 17, 2020. The college is requiring face coverings or face shields. We also are promoting social distancing and hand sanitation. Additional safety protocols have been implemented to promote safety.

The Gore Aquatics Center opened August 12, 2020 with new protocols in place.

BCC hosted the Brunswick County Sheriff's Office in our cafeteria to provide meals for the first responders during and after Hurricane Isaias.

BCC will receive our state budget packet on Friday and present it to our Board of Trustees for approval at next month's meeting.

BCC performed very well in the 2020 NCCCS Performance Measures. The measurements are a green dot for meeting or exceeding the system excellence level, yellow for performing below the excellence level but above colleges level, red for performing below college level but above the baseline level, and black for performing below the baseline level. BCC was one of only two colleges in the NCCCS that earned five green dots in the areas of Basic Skills Progress, Credit English Success, Credit Math Success, First Year Progression, and Curriculum Completion Rate. BCC earned a yellow dot on Licensure Pass Rate Index and a red dot on Transfer Performance. Dr. Lois Smith will present this data at our next ASA meeting for presentation at the September board meeting.

As of August 20, 2020 we have 1,585 curriculum students enrolled. This exceeds fall 2019 by 1.3% or 20 students (1,565 vs 1,585).

During fall 2019 we had 232 CCP students and fall 2020 we have 250 CCP students. Our total enrollment for Fall 2019 was 1,611 (1,585 Fall 2020).

In the Continuing Education / Workforce and Economic Development Division, the CHOICES Publication was mailed to 61,000 homes in Brunswick County and is available online. We have EMS short term training ongoing with 200 registrations, Leadership courses, 24 sections of defensive driving, small engine repair, construction project management, masonry, tiny homes project, electrical program (7 sections), etc.

The Southport Center resumed classes on August 17, 202 and has over 200 registrations. The Leland Center continues classes as normal.

BCC has awarded 157 National Coalition of Certification Center credentials since the beginning of spring 2020. These certifications include 3M safety and Starrett Precision Measurement on the main campus and Greenlee credentials in the electrical classes at the Leland Center.

BCC awarded Dinah E. Gore Excellence in Teaching Award to Paula Rosenbloom (Spanish instructor).

BCC awarded Dinah E. Gore Adjunct Faculty of the Year to Rita Sellers (BIP instructor).

BCC awarded Dr. Michael Reaves Service Award to Dr. Denise Houchen-Clagett (VP Student Services).

**Unfinished Business:** Chair Holden asked if there was any unfinished business, but there was none.

**New Business:** Chair Holden announced the election of officers. In an acclamation without objection, it was decided Chair Alan Holden will continue as Chair and Trustee Gene Steadman will continue as Vice Chair. President Smith will continue as the Secretary.

VP Greg Bland presented the Continuing Education, Economic & Workforce Development Accountability and Integrity Plan Review. The presentation included an overview of program governance, academic integrity, market forces, and class visitation.

**Trustee Allen Williams made a motion to approve the Continuing Education, Economic & Workforce Development Accountability and Integrity Plan Review. Trustee Ronnie Jenkins seconded the motion. The motion was passed unanimously.**

Trustee Doug Terhune asked if anyone wanted to volunteer to be the Liaison to the Athletic Department. Les Tubb agreed to be the Liaison.

As there was no further business, Trustee Doug Terhune made a motion to adjourn the meeting. Trustee Gene Steadman seconded the motion. As there was no further business, the meeting was adjourned at 7:11 PM.

Respectfully submitted,  
Dr. Gene Smith, Recording Secretary